Sacred Heart Primary School Thornlie

Parent Handbook

Welcome from the Principal

The information contained in this Handbook provides you with a summary of key policies and information related to your child's schooling. Please refer to it as an easy reference concerning the day-to-day operation of the school.

Mrs Darlene Min
Principal

School Mission: Vision Statement

Sacred Heart Primary School's Vision Statement is expressed as follows:

"Through Christ centred experiences and
mutual *respect* we guide children to develop
reverence, responsibility and resilience
in a loving Catholic community."

School Logo

The school crest was designed by the Loreto Sisters and reflects the unity of the Trinity, which is reflected in family and school. The movement is directed upwards in praise of God from whom all good things come.

The school motto was developed at the same time and illustrates from scripture the school's name – the Sacred Heart of Jesus:

GOD IS LOVE
And anyone who lives in love, lives in God and
God in that person (1 John 4:16)

School Prayer

Jesus I believe in you. Jesus I trust in you.
Jesus I love you. Jesus bless me all my life. Amen.

The school has a sound reputation that was established by the charism of the Loreto Sisters and is continued today by the commitment and dedication of staff and parents. The community is indebted to the Loreto Sisters and it is hoped that the traditions they have left behind will serve testimony to their presence.

CONTACT NUMBERS

PRINCIPAL:	Mrs Darlene Min
SCHOOL ADDRESS:	40 Ovens Rd Thornlie W.A. 6108
SCHOOL PHONE:	(08) 9251 3000
EMAIL ADDRESS:	admin@shthorn.wa.edu.au
WEBSITE:	www.shthorn.wa.edu.au

RESPECT

Our community lives this through:

- Displaying self-respect – believing that each individual matter and is important and expecting others to treat them respectfully
- Showing care and concern for others especially those who need support
- Respecting diversity
- Using good manners – please, thank you, excuse me, sorry
- Being honest and trustworthy
- Looking after property by cleaning up after themselves and not damaging property – their own, other people's or the school's
- Actively listening without answering back or arguing
- Following rules to keep themselves and others safe and happy

REVERENCE

Our community lives this through:

- Participating in the mass – singing, actively listening and responding at appropriate times
- Showing respect in prayerful situations by remaining quiet and still
- Thinking about God and recognising that everything we are and everything we have comes from him
- Treating others with care, concern and kindness
- Displaying wonder and awe in the natural environment

RESPONSIBILITY

Our community lives this through:

- Being aware of how our actions and words impact on and affect others
- Showing initiative
- Following rules and accepting consequences when a rule is broken
- Using good judgement when making choices especially when they affect others
- Completing chores and tasks including homework, keeping our room tidy, cleaning the table after meal times and helping parents with simple tasks around the house
- Developing age appropriate independence – carrying our own school bag, helping with or packing our own lunch, taking care of our own belongings at home and school

RESILIENCE

Our community lives this through:

- Learning from challenging situations and becoming a stronger person
- An ability to adapt to situations that can't be changed and keep on thriving
- 'Bouncing back' after a difficult situation such as making mistakes, falling out with friends, losing a game, moving schools
- Seeking new opportunities and experiences and taking reasonable risks to achieve goals
- Understanding that some choices and actions can have negative effects for themselves and others

Aboriginal Studies

- Sacred Heart is committed to assisting our students develop an understanding and appreciation of Aboriginal history, cultural traditions, values and the contexts in which Aboriginal people live.
- Aboriginal studies are integrated into classroom teaching and learning programs.
- School staff are supported by the Aboriginal Education Team at the Catholic Education Office to further enhance student cultural appreciation.

Absentees

- If your child/children are absent from school for any reason you are required to send an absentee email through the school website https://shthorn.wa.edu.au/online-absentee/ or phone the school on the dedicated School Absentee Line 9251 3000 before 8.30am and follow the prompts to leave your message. If you call the general office phone you will be asked to call back on the Absentee Line.
- An SMS alert will be sent to parents where children are absent and the school has not been notified.
- It is a LEGAL REQUIREMENT that a written note or email is sent to the class teacher and admin, explaining your child/children's absence on the day they return to school and for any planned absences for medical or therapy appointments

Allergies

- Sacred Heart is a Nut Aware School
- ALL parents are asked to consider the health risks to others when packing lunch boxes and avoid sending any nuts or nut products e.g. Peanut Paste, Nutella, Muesli Bars containing nuts
- If other life threatening food allergies exist parents in specific year levels will be informed

Assemblies

Formal presentation assemblies are held on some Friday afternoons throughout the term in the school hall at 2.00pm. The school also conducts virtual assemblies. Assemblies are facilitated by our Year 6 students and consist of the presentation by a year level of an item and the presentation of Honour Certificates. General information to the school community is also disseminated. Please see the Term Calendar for the schedule.

Assessment and Reporting

Assessment across all teaching and learning areas is integral and ensures that instruction is data informed and regularly monitored.

Sacred Heart has developed a reporting structure across year group clusters. The reporting schedule includes:

KINDERGARTEN

Term 1	Term 2	Term 3	Term 4
Parent /Teacher Interview as required	Compulsory Parent / Teacher Interview	Parent /Teacher Interview as required	Parent /Teacher Interview as required

PRE-PRIMARY

Term 1	Term 2	Term 3	Term 4
Parent / Teacher Interview as required	Semester One Report Compulsory Parent / Teacher Interview	Parent /Teacher Interview as required	Semester Two Report Parent / Teacher Interview as required

YEARS 1-6

Term 1	Term 2	Term 3	Term 4
Parent / Teacher Interview as required	Semester One Report Compulsory Parent / Teacher Interview	Parent / Teacher Interview as required	Semester Two Report Parent / Teacher Interview as required

Parents are encouraged to discuss their child's progress with the classroom teacher at any time by making an appointment at the office.

Attendance and Punctuality

For school attendance times please refer to the 'School Hours' section.

Students are required to attend every day the school is open except under the following circumstances:

- Ill health
- Removal due to health requirements such as head lice
- Excused absence negotiated with the Principal
- Suspension or expulsion

It is important that students arrive before the scheduled start time of 8.30am to avoid disruption to the teaching and learning programme. Children arriving after this time will be marked as 'late' on the school roll. Parents/Guardians are required to sign late children in at the school office. This is recorded on the attendance database. Please do not disturb the classroom teacher. A member of the School Leadership Team will be in contact if repeated lateness occurs.

Students arriving at school well before 7.55am will be sent to the OSHC (Outside School Hours Care) Centre for before school supervision by the childcare staff. Parents will be billed for this service. Students left at school after 3.15pm and not engaged in after school supervised activities (e.g. coaching) will be sent to the OSHC for after school supervision by the childcare staff. Parents will be billed for this service. Teaching staff are on duty as per the Regulations from 8.15am in the mornings and up to 3.15pm in the afternoons to supervise children. Teachers are not available for supervision before or after these times.

Where it is planned that students are absent from school for an extended period, requests are to be made in writing to the Principal by completing a Leave of Absence Notification Form which is available on the school website or the School Office. http://shthorn.wa.edu.au/pdf/form_leaveofabsence.pdf

Parents are advised that school fees need to continue to be paid despite the length of absence.

Behaviour Management Policy

The school has a behaviour management policy in place. The rationale for developing whole school playground and classroom rules, rights and responsibilities and procedures, including rewards systems, is to promote positive and responsible behaviour which is ultimately Self-managed. Through consistent application of these throughout the school, students will be familiar with and understand the expectations placed upon them.

Playground Expectations:

1. Respect other people

2. Be courteous and considerate
3. Respect property
4. Let others learn
5. Move safely around the school
6. Always wear the correct school uniform

Classroom Expectations:
1. Follow directions
2. Respect others
3. Respect property
4. Think safely

The Behaviour Management Policy is available to parents on request.

Bikes/Scooters

- Only students in Year 4-6 are permitted to ride to school unaccompanied
- An adult must accompany younger students who ride a bike/scooter to school
- As required by law, each bike/scooter rider must wear a helmet
- Bikes/scooters are to be walked within the school grounds

Book Club

- The Scholastic Book Club operates at Sacred Heart twice per term
- Ordering is online only
- Ordered books are delivered to students via the classroom teacher

Buddy Programme

We increasingly understand social and emotional learning, to be equal in importance with academic learning in the lives of students. Cross age buddy systems contribute to the children's social and emotional learning, increase students' self-esteem, improve school climate and contribute to the development of caring learning communities. Older students undertake supportive and caring relationships with younger students. Through active involvement, they develop empathy and confidence as they learn more about each other and gain recognition for their efforts.

Cross age buddy programs enable students in the early years of school to feel a sense of friendship and connectedness to one another. Programs that contribute to the building of positive peer relations through explicit teaching can reduce the effect of negative behaviours such as bullying. (Alannah and Madeline Foundation – 2011.)

At Sacred Heart we implement a systematic buddy program adapted from 'Better Buddies – Creating friendly and caring schools.' This two year program enables students to develop strong links with another year group. Year One classes initially buddy with Year Five and this is followed through when the students are in Year Two and Year Six. The students do not have the same buddy but have the opportunity to work with the same group of buddies. All students have the opportunity to engage in activities which teach social skills and key to the program is the opportunity to reflect on each experience and identify future learning goals.

Camps

- A three day school Leadership Camp is conducted for the Year 6 students
- Camp costs are kept to a minimum.

Canteen

- The school Canteen operates Monday, Thursday and Friday for the children to order lunch. Counter sales are available at recess and lunch time.

Menus for summer (Terms 1 and 4) and winter (Terms 2 and 3) follow the Dietary Guidelines for Children and Adolescents and Star Food Choices where available

- Parents are asked to support the Canteen by being available for roster duty assisting to prepare lunches and serve at recess and lunch. This is a great way to get to know the children and put faces to names, especially for those in classes different to your children
- Paper lunch order bags can also be obtained from the canteen (50c for 10 bags)
- Parents are encouraged to use the online ordering system QuickCliq. Visit www.quickcliq.com.au to sign up and start ordering. QuickCliq is a safe and convenient way to order recess and/or lunch.

Carnivals

Specific information for carnivals will be included in school newsletters:

Term One

Sacred Heart Swimming Carnival	Year 4-6
Interschool Swimming Carnival	Year 4-6
Interschool Cricket Carnival	Year 6

Term Two

Interschool Eagles Cup Lighting Carnival	Year 5-6
Sacred Heart Cross Country	Year 1-6

Term Three

Interschool Cross Country	Year 4-6
Sacred Heart Athletics Carnival	PP-Year 6
Interschool Rugby	Year 5-6

Term Four

Interschool Athletics Carnival	Year 1-6

Your family is invited to attend these days; many bring a picnic lunch, dress in House colours and generally get involved in the carnival spirit. These are events that needs a lot of people to run well. If you could spare the time to be a marshal, place judge, scorer or anything else, please volunteer. A request will be made in the newsletter prior to the day.

Car Park

There are approximately 460 children at Sacred Heart whose safety and well-being is the responsibility of ALL adults. Please observe the following car park instructions:

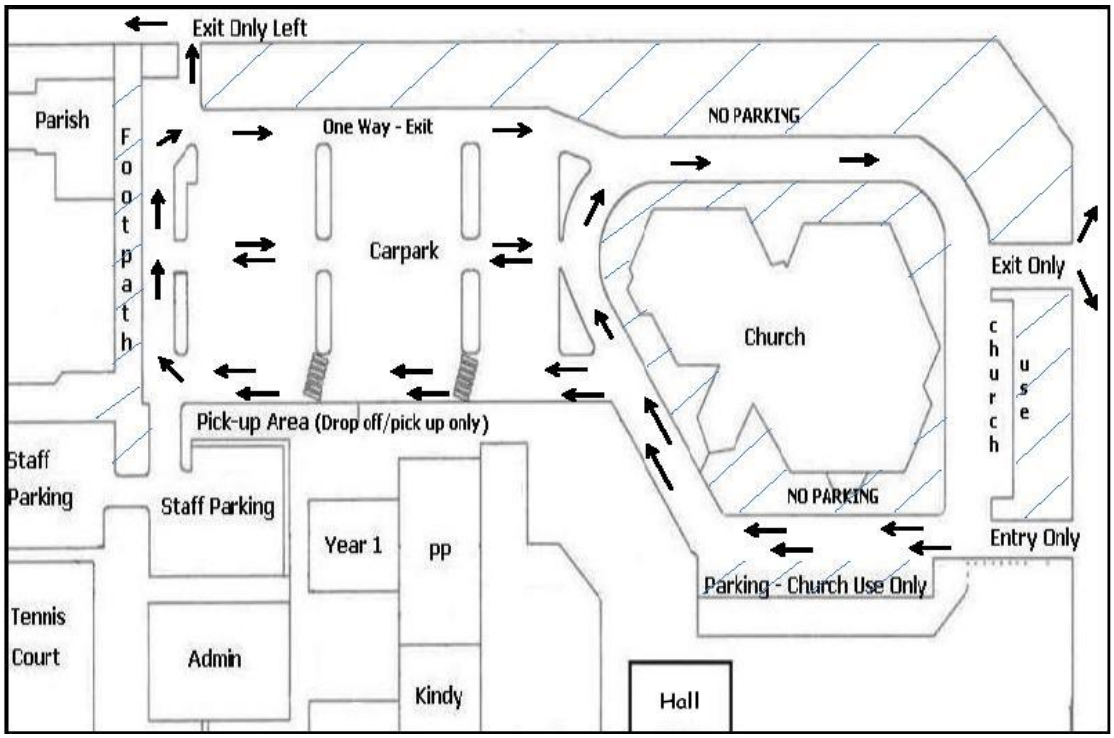
1. Drive SLOWLY (no more than 5km/h)
2. The Ovens Road gate is an EXIT gate. Do NOT drive in this gate against the flow of traffic
3. Use the right lane to park in marked bays if picking up children from Kindy or Pre-Primary, or if you have an appointment with a teacher or in the office
4. Use the left lane for 'drive through pick up' and remain in line until the vehicle ahead moves off
5. Parents must remain with their cars in the 'drive through' at all times
6. Cross to parked cars only on the crosswalks
7. Be especially careful and watch for children and toddlers when reversing in the car park
8. Observe NO PARKING and NO STANDING spaces
9. No parking on the footpaths or on the paved area around the church

10. No parking in the staff car park

11. No parking in the disabled bays, unless you have a valid ACROD sticker

12. Be aware of children crossing to the church especially on Wednesday mornings between 8.30am and 8.45am. The same applies on some Fridays after lunch and on other days when children are involved in Liturgical singing at the Church.

Car Park Traffic Flow



Be a courteous and safe driver....

School Counsellor

The School Counsellor has an educative role in supporting, promoting and encouraging the spiritual, social and emotional well-being of students, staff and parents by providing pastoral care services and strategies. The School Counsellor works closely with the whole school community using mindfulness-based relaxation and coping techniques to release stress, increase focused awareness and encourage better choices for a healthy and happy life at Sacred Heart School.

Wellness Dog

The school has a Wellness Dog named Luna. Luna's role is to support the social and emotional wellbeing of staff, students and parents in our school community.

Code of Conduct

The Code of Conduct is a document that provides guidance to staff, students, volunteers, parents and caregivers about the behaviour, relationship, attitudes and responsibilities of all members of the Sacred Heart Community. As a member of the Sacred Heart Community, we agree to the following statements:
http://shthorn.wa.edu.au/pdf/policies_codeofconduct.pdf

Conduct Statements

1. You act safely and competently.

2. You give priority to students' safety and well-being in all your behaviour and decision making.
3. You act in accordance with the values of the Gospel as defined in the Code of Ethical Conduct.
4. You conduct yourself in accordance with laws, agreements, policies and standards relevant to your relationship with the school community.
5. You respect the dignity, culture, values and beliefs of each member of the school community.
6. You treat personal information about members of the school community as private and confidential.
7. You give impartial, honest and accurate information about the education, safety and well-being of students.
8. You support all members of the school community in making informed decisions about students.
9. You promote and preserve the trust and privilege inherent in your relationship with all members of the school community.
10. You maintain and build on the community's trust and confidence in Catholic schools and the Church.
11. You act reflectively and ethically.
12. You allow students to have a voice in their education, safety and wellbeing.

Communication

- Ongoing communication between parents and teachers is essential in providing the best education for your children
- The School Principal or Assistant Principals are also available for meetings with parents to discuss any issues, however, it is expected that parents meet firstly with classroom/specialist teachers. Appointments can be made through the School Office.
- Good communication is a two-way process and is a responsibility that is shared between those directly involved (not third parties)
- If there is any matter that you feel needs clarification you are strongly urged to contact the class or specialist teacher to arrange a mutually convenient time to meet which will allow both of you to give your full attention to the discussion. Appointments can be made through the School Office.
- Teachers can be contacted directly, through the School Office or by email: firstname.surname@cewa.edu.au
- The main form of communication is the School Newsletter which is emailed directly to parents every Second Wednesday in term times and the school Facebook page which is updated regularly.
- The electronic school sign, SeeSaw, the Sacred Heart School website http://shthorn.wa.edu.au Facebook page and classroom notes all provide other means of regular communication
- Teachers are encouraged NOT to answer emails after hours. It may take 48 hours to receive a response depending on the teachers availability.

Community Building

Sacred Heart endeavours to work in partnership with parents with an understanding that:

- All families and the school want the best for the children
- All children have the right for the opportunity to reach their full potential
- Families are the first and continuing educators of their children
- Families and the school value quality teaching and respect teachers' professional expertise
- Families and the school value the diversity of each family
- The family /school partnership is based on mutual responsibility, respect and trust

Parents can support this by:

- Making an effort to understand what the school is trying to do
- Getting involved when and where you can and being a positive influence on others

- Seeing Sacred Heart as your school and encouraging your children to do the same
- Encouraging your children to co-operate fully, join in all school activities and to take pride in the buildings, the grounds and the school community as a whole
- Joining and supporting the Parents and Friends (P&F) as the official parent group
- Offering any constructive suggestions or criticism directly to the appropriate people, in the appropriate way, at the appropriate time and in the appropriate place

Classroom Help

There are many opportunities for parents to assist in classrooms – through art and craft activities, writing, reading programmes, research, helpers in the library, Kindergarten and Pre-Primary rosters, hearing children's reading, assisting with excursions or other class activities. Information and requests regarding classroom help will be sent home by the classroom teacher or through the newsletter.

Community Nurse

In Kindergarten the Community Nurse will assess your child in the areas of vision and hearing. Should your child require attention in any of these areas you will be informed in writing with appropriate recommendations made.

Curriculum

Sacred Heart offers a broad based curriculum. To aspire to excellence, nurture connections with diverse groups and enrich each student's lives through a large number of varied and skilled learning experiences is at the core of this schools objective. We acknowledge the vital place which our Catholic identity plays in the lives of our students and we focus on nourishing, evangelising and developing this faith within the parameters of a strong educational setting.

At Sacred Heart we aim to aspire to excellence, nurture connections with diverse groups and enrich each student's lives through a large number of rich learning experiences.

Religious Education

The Religious Education program is based upon the Perth Archdiocesan Guidelines as set down by the Catholic Education Office (CEWA). At Sacred Heart we are committed to promoting a Catholic Faith which develops each individual's tolerance, respect, responsibility and reverence whilst integrating our faith into our daily life and dealings with each other.

This program:

- Is developmental
- Is based on sharing faith through life experience
- Is Christ-centred
- Focuses on the unconditional love of God
- Makes religious education part of the daily lives of the children
- Emphasises the importance of a vital, caring and loving atmosphere where children can become the people God wants them to be
- Stresses the place of the Eucharist and the whole sacramental life of the Church

Australian Curriculum:

The Australian Curriculum sets out the goals for what all students should learn as they progress through primary school years. Focusing on knowledge, skills and understanding in all eight learning areas is the key to success. The Australian Curriculum is flexible and enables the teachers at Sacred Heart School to respond to the unique needs and interests of its students. Fundamentally it provides information on how to meet the needs of students with disabilities, gifted and talented and students whose first language is not English. This Curriculum can therefore provide for the needs of all students who attend Sacred Heart School.

English

The English Curriculum revolves around three interrelated stands of:

- Language: knowing about the English language

- Literature: understanding, appreciating, responding to, analysing and creating literature
- Literacy: expanding the repertoire of English usage

These three strands develop knowledge, understanding and skills in listening, reading, viewing, speaking, writing and creating.

Students participate in a range of literacy strategies and exploration of text in order to build each child's capacity for confident, imaginative thinkers. It enables skills of analysis, communication, understanding, critical thinking and presenting which in turn assists individuals to develop the necessary expertise needed for higher education, training and workplace.

Literacy dedicated time is a high priority at Sacred Heart.

Mathematics

The Australian Curriculum provides students with essential mathematics skills and knowledge in Number and Algebra, Measurement and Geometry and Statistics and Probability. Through these descriptors students establish a firm understanding of number, place value, chance, outcomes, length, mass capacity, fractions, decimals and percentages.

Across the mathematics curriculum students become proficient in their understanding, fluencies (readily calculating and counting with high degree of accuracy) and solving problems through a step by step procedure using their mathematical knowledge and reasoning which includes explaining processes.

In this way our school develops each child's capacity for our mathematical knowledge from its fundamental beginnings. Within some cohorts flexible groups exist in order to accommodate learning strengths and assist learning needs. Numeracy dedicated time is also a high priority at our school.

Science

The Science Curriculum content includes the three strands of:

- Science understandings
- Science inquiry skills
- Science as a human endeavour

The three strands are integrated and interrelated and as such are taught so as to foster scientific knowledge which enables students to make informed decisions about local, national and global issues to assist in developing future careers in science related areas.

Students in PP-6 are allocated time in the Science room with a Science Teacher each week.

HASS

The Humanities and Social Science Curriculum comprises the knowledge and understandings of history, geography, civics and citizenship and economics and business. Its aim is to provide a deep understanding of the world students live I showing a range of perspectives which in turn enable's students to develop an awareness and appreciation for social, cultural and religious diversity.

In doing this foundations are built for our students so that they can take their place as Australian adults positively contributing sustainable, productive, democratic and cohesive members of society.

LOTE (Languages other than English)

At Sacred Heart, AUSLAN is the Language Other Than English studied by children in Pre-Primary to Year Six. Language learning and cultural understandings are a key focus and where possible they are integrated across the curriculum. The curriculum is designed to ensure

Students also further develop skills and strategies for language acquisition Students develop communication skills as well as an understanding of cultural experiences by way of immersion.

Physical Education and Health

Children from Pre-Primary to Year 6 receive weekly lessons from our specialist Physical Education teacher, which focus primarily on the development of Fundamental Movement Skills, sports skills and also on promoting teamwork. This programme is designed for all students that he or she needs to maintain a healthy life. The Phys Ed programme also includes swimming squad (Years 4-6), school sports carnivals, interschool sports carnivals and other interschool team events.

The content taught allows students to flourish as healthy individuals, understand influences which have a positive impact on their health and wellbeing as well as gaining an outlook for life long physical activity.

Music

Children from PP–Yr 6 have music/dance classes. The aim is to stimulate, develop and maintain an interest in music which would help to manifest engagement and inspiration to help each child to reach their creative and expressive potential.

Instrumental lessons are offered through Lumen Christi College on brass, woodwind, percussion, string and keyboard instruments. The instrumental programme and the College instrumental tutors operate lessons at our school during the school day. All enrolments for the Primary Instrumental Program can be accessed on the following link.

https://www.lumen.wa.edu.au/opportunities/arts/music/primary-instrumental-program

The school choir is open to students in Year 3 – 6 and membership is based on an audition. Rehearsals take place weekly for events such as Church Celebrations, The Catholic Performing Arts Festival, and school performances.

Technology and Enterprise

The Digital Technologies programmes from PP to Year Six, are organised by all classroom teachers and are based on the Western Australian Curriculum Framework Outcomes. In addition to this, all classrooms have access to an interactive TV in the junior years or a TV display in the upper year. All TV's have the functionality for the teachers to display relevant information to classes. All students from Kindy to Year Three have access to an iPad with students in Years Four to Six having personal iPads (through our Bring Your Own Device, which are used as part of their daily learning.

Our school is fully committed to developing 21st century learners and empowering our students with skills needed for the future. We run fortnightly podcasts, focusing on giving our students a personal voice though various digital platforms and have been recognised for this great initiative by receiving a QCE Merit Award. Further to this, we also run virtual assemblies and have a team of students who have embraced this technology, as they stream live events to our school community.

Our Digital Technologies Staff Team are passionate advocators for digitally technologies at our school and fully embrace the notion of technology to enhance the full dimensions of children's inquiry and learning. Their goal is to ensure the school continues to put an emphasis on technology and learning.

Dental Clinic

Each student is provided with a free annual dental check by the Health Department which is not compulsory if you would prefer to use your own dentist. Our Dental Clinic is located at South Thornlie Primary School. Appointment cards are sent home with your child advising of date and time giving approximately one to two weeks' notice. It is a parent's responsibility to

take their child to these appointments if you wish to take advantage of this service. Should dental treatment be required the clinic will treat your child free of charge.
The clinic number is 9459 4270. Alternatively, you may consult your family dentist.

Enrolment Policy

Sacred Heart exists for the primary purpose of providing Catholic children from the parish of Thornlie with a Catholic Education.

Enrolment priority or preference is given to:

(a) Catholic students from Sacred Heart Parish
(b) Siblings of Catholic students already enrolled in the school
(c) Catholic children transferring from outside Sacred Heart Parish
(d) Siblings of non-Catholic students
(e) Non-Catholic students from other Christian denominations
(f) Other non-Catholic students

Excursions/Incursions

- Students will be involved in excursions/incursions throughout the year which relate directly to the teaching and learning programme
- Excursions will be advertised in the Term Calendar and details will be provided via a note from the classroom teacher
- All excursions are paid for within the annual school fee
- If a student has not reflected sufficient responsibility, willingness to follow staff directions and instructions or has not completed sufficient work prior to the excursion they may not be permitted to attend the excursion and will, instead, be supervised at school. Parents will be notified if this is to occur

Family Holidays

Sacred Heart asks for your careful consideration before taking family holidays during term time and outside the twelve weeks set aside for this purpose. The impact on missing even one day of school for any reason other than illness is significant:

- The continuity of a student's learning is interrupted
- Key learning concepts can be missed
- The practise and refinement of learned concepts and skills are reduced
- Important interactions with peers can be missed which may compound issues of social isolation and low self-esteem

Parents must notify the Principal, in writing, of any intended student absence by completing the Leave of Absence – Notification which is available on the school website and the school office.

http://shthorn.wa.edu.au/pdf/form_leaveofabsence.pdf

Fees

The provision of Catholic Education to all is made with an awareness of the constraints imposed by financial considerations affecting the function of Catholic schools. Our School Board has the responsibility for the financial management of the school and consequently is responsible for the collection of school fees. As parents you are therefore asked to make a commitment to support the school by paying school fees on time.

An Annual Fees Account will be emailed to parents in Term 1 (approximately Week 4-5) Parents will have the choice of either paying the whole amount by the first due date specified and receiving a 5% discount on tuition fees or by making three payments by the due dates specified (eg March, July and September) on the Annual Fees Account. All school fees are to be paid by the end of Term 3 unless other more flexible payment arrangements have been negotiated with the Principal. Fees may be made via BPay (family reference number is quoted

on the fees account), arranging a Direct Debit via the school office or by cheque, cash (correct money please) or EFTPOS in the school office.

Any parents experiencing difficulty with the payment of school fees can apply through the Principal to the School Advisory Council for a concession. The school also offers significant discounts on tuition fees (amenity and levy charges still apply) if you have a Health Care Card, Family Health Care Card or a Pensioner Concession Card with the code PPS or Newstart. Please contact the office for the form to be completed and we also require a copy of the particular care. The name on the card must be that of the parent/guardian who is responsible for the payment of fees. It should NOT be in the name of the student.

The inability to pay school fees should never be the reason for the exclusion of any child from Sacred Heart School. All information pertaining to the payment of school fees will be treated as confidential. To ensure this confidentiality, members of the School Advisory Council are not advised of individual family names.

SCHOOL FEES

Please refer to the school website for an outline of the latest school fees.

http://shthorn.wa.edu.au/school-fees/

NOTICE OF WITHDRAWAL

In accordance with the Sacred Heart School Student Enrolment Policy, if your child has already commenced at the school, one **full term's notice of withdrawal** is requested. This notice must be in writing and addressed to the Principal. Failure to do so incurs a penalty o**f one term's tuition fees.**

Free Dress

- When the school has a free dress day students do not have to wear their school uniform
- Neat and tidy appearance and appropriate clothing including suitable footwear is expected
- A 'gold coin donation' is collected as part of our outreach to the Missions

First Aid, Accident & Student Illness

The school has a number of staff qualified in Senior First Aid who will deal with any first aid incidents or illnesses, which may arise. In most cases, in the event of illness, home or emergency phone numbers will be contacted for the student to be sent home as school is not the place for a sick student.

Please Note: that while these staff are fully aware of their duty of care, they do not profess to be doctors. After a parent has been informed of their child's first aid incident, or illness, it remains the parents' responsibility to seek further advice from their doctor.

All serious injuries will be reported to the Principal (or Assistant Principal). The teacher witnessing the accident will fill out the Catholic Church Insurances Accident Report Form available from the First Aid Room.

AMBULANCES: Parents will be contacted if an ambulance is necessary. For this reason it is vital that parent/guardian contact phone numbers be kept up to date – as well as for other minor emergencies or accidents and illnesses for your child.

Four Year Old Kindergarten

Application for enrolment in the 4 year old Kindergarten as the first year of enrolment at Sacred Heart School involves a formal interview with confirmation of the enrolment being subject to the school's enrolment criteria. Once enrolment is confirmed parents and students will attend an information meeting in December as part of the orientation process to ensure a smooth transition to the school.

Children Born	Begin Kindergarten at start of school year in:
1 July 2021 to 30 June 2022	2026
1 July 2022 to 30 June 2023	2027
1 July 2023 to 30 June 2024	2028
1 July 2024 to 30 June 2025	2029
1 July 2025 to 30 June 2026	2030
1 July 2026 to 30 June 2027	2031

Gossip

- Gossip has no place in a school community because it is hurtful, harmful and disrespectful
- Parents, staff and students are encouraged, however, to ask questions, seek out accurate information and clarify decisions from the source not second or third hand.

Hats

No Hat – No Play

- Sun Protection is actively promoted at Sacred Heart and meets the requirements of students with respect to skin damage, which can occur during outdoor activities.
- Students are required to wear the School Hat for physical education and sporting activities and for recess and lunch breaks for the entire year
- Sunscreen is provided in every classroom and children will be encouraged to use it. Sunscreen will also be taken on all out-door excursions and sporting activities
- Students who do not have their hat are to remain under cover in the Senior Quad.

Head Lice

- Parents will be contacted if students are found to have head lice and asked to take their child home as soon as possible for treatment.

What are head lice?

- Head lice are tiny insect parasites that live on the head and feed on the scalp
- Head lice are not dangerous, do not carry diseases and are not a sign of poor hygiene

How do you get head lice?

- Head lice are spread by head-head contact with another person who has head lice
- This may occur during group work, playing or hugging

Signs and symptoms

- The scalp may itch
- Head lice may be visible crawling in a person's hair
- Adult lice are usually dark brown and about 2-3mm long
- Young lice are often a lighter brown and about 1-2mm long
- Eggs will be attached to the hair shaft. They can be very tiny and hard to see, especially newly laid eggs close to the scalp. They are grey/white and about the size of a grain of salt

To check hair for head lice?

- Carefully comb plenty of conditioner through the hair to slow the head lice down so that they can be trapped in the comb (see next dot point)
- Comb hair again in sections using a metal fine tooth 'nit comb' (available from most chemists)

If you find head lice

- Choose the treatment method that best suits you and your family and follow the instructions carefully
- Inform the school, child care centre, playgroup, friends, neighbours and relatives so that other children and adults who have been in close contact can be checked
- When the treatment is completed and all head lice and eggs have been removed, continue to check hair weekly for further outbreaks

Stay home from school

- In accordance with the School Education Act 1999, if your child has head lice the principal may keep him/her away from school until treatment has started
- Your child may return to school when all live head lice and the majority of eggs have been removed. There is no need to stay away from school if there are only a few remaining eggs, but the treatment must be repeated if the lice return

Prevent further outbreaks

- Check hair regularly for head lice and eggs. Early treatment of head lice can prevent it spreading further to close contacts
- Tie long hair back
- Hair gel or mousse may help keep stray hair strands from coming in contact with other heads
- If you have recently had head lice, leave brushes and combs in hot water for 10 minutes after use to kill any trapped head lice or eggs
- Remind your child to avoid head-head contact with other children

Health Care Card

Parents and guardians who are responsible for the payment of school fees and hold a current means tested family Health Care Card or a Pensioner Concession Card with the code PPS or Newstart are eligible to receive discounted tuition fees upon completion of a form which is available from the school office (Amenity and levy charges still apply). The name on the card must be that of the parent/guardian who is responsible for the payment of fees. It should NOT be in the name of the student.

Homework

Research provides strong evidence that, when used appropriately, homework benefits student achievement. At Sacred Heart teachers will follow these guidelines:

- Assign purposeful homework
- Assign homework appropriate to the year level
- Assign homework that can be completed with minimal parent supervision
- From time to time send work home that has not been completed in class
- Carefully monitor the amount of homework assigned so that it does not take too much time away from other home activities

Please remember homework is set for your child to complete not you!

Honour Certificates

During the school year the staff award students for their efforts. Certificates are given to students or classes in recognition for outstanding effort on their part in any area of their school life. Parents are notified in advance so that they can view the virtual Friday assembly if they wish.

Individual, class or group achievements are recognised throughout the year in many ways. Our school encourages all students to strive to achieve their personal best when they are participating both inside and outside the school.

Houses

Every student is a member of one of our four Houses which have been named to honour the Loreto charism and history of Sacred Heart:

Maguire House (Blue)

Named after Sister Helen Maguire IBVM Principal 1972 – 1976

Welch House (Gold)

Named after Sister Maria Welch IBVM Principal 1976 – 1983

Murphy House (Green)

Named after Sister Helen Murphy IBVM Principal 1984 – 1986

Wright House (Red)
Named after Sister Victor Wright IBVM Principal 1987 – 1990

Students are placed into a House on enrolment and all children from the same family will be placed in the same House.

House Shield – students will be able to earn a HOUSE BEAD (colours matching our four houses –Wright, Welch, Maguire and Murphy) for representing the school in a positive way. For example:

- Wearing the correct school and sports uniform
- Displaying good sportsmanship
- Obeying school rules
- Being punctual at bell times
- Team work
- Cooperating

When students receive a bead they will place it in the jar for their house. The jars are located in the office so parents and visitors can see their progress. At the end of each term the house with the most beads will be rewarded with the shield.

Illnesses

There are many illnesses that are common in primary schools (especially lower primary) and spread quickly. Chicken Pox, Measles and Mumps are just a few. Most families are affected at some point and keeping your ill child at home may prevent others catching the illness.

Cold sores, head lice and gastro are common problems faced in schools. Nearly every child will bring home one or more of these at some time, as they love to be close to each other and are constantly touching everything as they learn. When your child does suffer from any of these they must remain at home until the weeping in cold sores ceases or the treatment for head lice and gastro has cleared the problem. Your support and above all patience is important in this area.

Cold sores are a virus and appear as areas of small blisters often around the nose and mouth, this can be serious if children then touch their eyes and spread the virus. Lice are small animals that lay their eggs on the hair shaft near the scalp. Lice cannot fly but are spread by crawling onto another person's head. Offer to brush your child's hair regularly so you can make a discreet check particularly in the middle and upper primary years. Treatment is available from the chemist for both conditions and should be used as soon as you notice the problem.

Your local Public Health Unit can provide information on a range of communicable diseases. For further information contact: http://www.publichealth.wa.gov.au

Inclusion Support Centre

The Centre provides for students whose intellectual, physical and/or social – emotional performances differ to such an extent from the norm that special educational provisions and arrangements are required. The Centre is open to enrolment for students living in the South Eastern Region of the metropolitan area.

Instrumental Music Program (Extra Curricular)

Sacred Heart offers tuition for Years 3 to 6 on a number of musical instruments, including guitar, piano and drums.

The benefits of learning an instrument include boosting brain power and memory, building confidence and creativity as well as developing self-discipline.

If you would like to express an interest in your child learning one of these instruments at school, please contact Lumen Christi College. All enrolments for the Primary Instrumental Program can be accessed on the following link:
https://www.lumen.wa.edu.au/opportunities/arts/music/primary-instrumental-program

Library

- We have a well-equipped library operated by a Library Technician and a Library Teacher.
- Library time and borrowing facilities are given to students from Kindergarten to Year 6 on allocated library days each week
- Students must have their library bag in order to borrow
- Books are issued for one week, so students need to return or renew them at their next library session
- Parents will be billed for damaged or misplaced books

Living Like Jesus House Beads

In combination with Making Jesus Real (MJR) the students will receive Living Like Jesus House beads.

Students from Year 1-6 are given a coloured house bead for each time they display behaviours that promote our school vision. At the end of each term, the house that has accumulated the most beads will receive a reward. Updates on the amount of beads each house has collected will be announced during assemblies.

Our school vision states, "Through Christ centred experiences and mutual respect we guide children to develop reverence, responsibility and resilience in a loving Catholic community."

Teachers will be recognising the following types of behaviour:

RESPECT	REVERENCE	RESPONSIBILITY	RESILIENCE
• Putting things away where they belong • Using manners • Helping others	• Forgiving others • Participating in liturgical celebrations • Being reflective	• Being accountable for their words and actions • Setting a good example • Independent working	• Taking things in their stride • Consistent attendance • Improved effort levels • Bouncing back

Lost Property

There is a lost property box located outside the front office. Please label all items of personal property, as this will make it more likely to be returned or identified. Any personal items found will be placed in the lost property kept out the front of the school office.

Long Day Care at Sacred Heart School

An Early Learning Programme is offered at Sacred Heart Primary School through our Early Learning Centre. The Centre is open from 7.00am to 6.00pm catering for children 2 to 5 ½ years of age.

The Long Day Care caters for children from 2 years of age until the year they start Pre-Primary. It operates Monday to Friday from 7.00am to 6.00pm with the option of half days. The 3 year old program operates, Monday, Tuesday, Thursday and Friday.

Enrolment in the Child Care Centre Programme provides a quality start to your child's learning journey with access to an Early Childhood Teaching Programme.

Eligible parents are able to claim the Child Care Benefit and the Child Rebate on their fees.

Please contact the Centre Director and Nominated Supervisor on 9251 3014 or 0477385104 or call in to discuss your child's requirements.

Enrolment in the Early Learning Centre is not a guarantee of enrolment in the school. A formal Kindy interview is conducted each year for enrolment in Sacred Heart School's Four Year Old Kindergarten. Please refer to the school website for further information http://shthorn.wa.edu.au/early-learning-centre/

Mass

- School mass is celebrated some Wednesdays and on other 'special' occasions as indicated on the Term Calendar
- Students are encouraged to actively participate by singing, preparing church decorations, reading, carrying the offertory gifts or serving
- All family members and the community are encouraged to attend

Medicine/Medication

- Should a child require medicine or medication for any reason, please ensure that it is handed into the office and **not kept in the child's bag**
- Parents/guardians are required to fill in the relevant medical form with clear instructions
- ALL medication MUST be in the original packaging
- Staff are not responsible for administering medication, but they will assist your child to follow the instructions you have provided. (Asthma puffers may be kept in the child's bag *providing* the appropriate form has been completed)
- No medication can be administered without the completed form and no medication (including Panadol) is provided by the school

Medical Conditions

- The school staff need to know about any medical conditions a child has which may require emergency medication or treatment. Examples of these conditions could include Diabetes, Asthma, Allergies (bee stings, nut and other food intolerances)
- The relevant Medication form, which is available from the office, MUST be completed by parents
- The Emergency Medical Plan which includes the child's name and photograph will then be added to the *Medic Alert Board* located in the First Aid Room for all students with special medical needs

Mobile Phone Policy

Mobile phones are part of modern society and the School which includes the OSHC Centre accepts that students will possess mobile phones, however it is important to note the following information.

Principles and Procedures

Sacred Heart School has in place appropriate methods, through the school office for parents to contact students and vice versa. It is preferred that students do not have mobile phones at school and should only do so if they walk, ride or catch the bus. If your child is not collected by you and mobile phones are required for safety reasons the following policy applies:

- On arrival at school, mobile phones must be switched off and handed to the classroom teacher and collected by the student at the end of the day. Silent or discreet settings are not acceptable
- The school accepts no responsibility for mobile phones that are brought to school. It is the responsibility of the student to safeguard against misplacement, loss or theft
- Use of a phone in school hours will result in the phone being confiscated by the teacher and placed at the front office for pick up. The phone will be returned when the student's parents receive a letter from the Principal asking them to contact the school
- Mobile phones are not to be used for their calculator function during class
- Use of mobile phones during out of school functions arranged by the school including excursions, camps, and retreats will not be permitted. Arrangements are in place for communication with a staff member in the case of an emergency

- Staff will also have mobile phones switched off in class and at other times that could disrupt the daily activities of the school

If the policy is not followed then:

1. The mobile phone will be held at the school office for collection by a parent.
2. Any re-occurrence will result in an in-school detention.
3. For serious breaches, permanent exclusion may be necessary in line with Sacred Heart's Student Use of Information and Communication Technology Policy.

NAPLAN

National literacy and numeracy tests will be administered to students in Years 3 and 5 throughout Australia. The literacy tests measure student achievement in reading, writing and language conventions (spelling, grammar and punctuation). The numeracy tests measure student achievement in number; algebra, function and pattern; measurement, chance and data; and space. These tests provide an important measure of how all students are performing against national standards.

At Sacred Heart we VALUE your child as an individual and embrace diversity. We acknowledge that children enjoy learning and growing in different ways – emotionally, academically, socially and spiritually. We realise that the NAPLAN test results provide information about a point in time and not the overall development of your child. If you would like to know about your child's progress, please make an appointment to see their teacher who can comment about your child's performance across the board, rather than through one test.

Newsletter

The newsletter is issued every fortnight on a Wednesday via email as well as being available on the school website http://shthorn.wa.edu.au/ It is important that parents take the time to read the newsletter as this is the main form of communication between home and school. If you would like to place a notice in the newsletter, please contact admin@shthorn.wa.edu.au

Outside School Hours Care at Sacred Heart School.

The Outside School Hours Care (OSHC) is located in the school grounds in front of the school hall. It operates Before School from 6.30am to 8.30am. After school from 2.30pm to 6.00pm and on Pupil Free Days and Vacation Care days from 6.30am- 6.00pm. The OSHC is closed on Public Holidays and for two weeks between Christmas and New Year.

The OSHC run a recreation and leisure based programme, based on children's interests and the community around them. During Vacation Care and on Public Free Days, the Centre may also plan for incursions and excursions.

Families are able to claim Child Care subsidy to offset the cost of the programmes and no fees are charged for public holidays. Families are encouraged to utilise the OSHC service to avoid children being unsupervised in an unsafe environment before and after school.

Please contact the Child Services Director on 9251 3015 or oshc@shthorn.wa.edu.au for more information or to obtain an enrolment package. For further information about OSHC please refer to the school website http://shthorn.wa.edu.au/outside-school-hours-care-oshc/

Parent Involvement

Your input is necessary and your support is vital to be sure that children receive the best. By being part of things, we know parents learn a great deal about their children's friends and their families. The school also learns from parents the things that are important to them as parents of children in our community.

Parent Information Evening

During this evening parents will be addressed in the Brennan Hall regarding matters of procedure and implementation of initiatives within the school. This will be followed by a

parent-teacher meeting for each year level. All parents are requested to attend as important information such as classroom policies, practices and procedures are explained. If you are unable to attend, please arrange an alternative meeting time with the class teacher.

Parish

Our Parish Priest, Fr Minh-Thuy plays a vital role in the spiritual life of our school. Families and children are encouraged to participate in the parish in a variety of ways. The most important of which is the celebration of the Eucharist together. Parish Mass times are:

Weekday Masses

Tuesday to Friday	9.00am
First Friday of the month	an hour Eucharistic Adoration after Mass.

Weekend Masses

Saturday Vigil	6.00pm
Sunday	8.00am and 10.00am

Reconciliation

Saturday 5.00pm to 5.30pm or anytime by appointment.

Baptism

Every 1st and 3rd Sunday after the 10.00am Mass by arrangement with the Parish Priest. Please contact the Parish Priest to discuss your booking.

Prayer groups, a choir and many other groups can be found active in this community. Our parish could always use help with reading, commentating, children's liturgy, church cleaning and several other activities. If you would like to join or assist in any of these activities please contact the Parish Office on 9459 4459.

Parents and Friends Association

Every parent of Sacred Heart School is a member of the Parents and Friends Association (P&F). The P & F makes an important contribution to the development of Sacred Heart's community spirit, as well as providing essential morale and financial support to our school.

The P & F is our fund raising body and in addition to fund raising organises social events for students and parents. Meetings are held at 7.00pm twice per term as indicated on the Term Calendar and advertised in the school newsletter.

The objectives of the P & F Association are:

- To develop community within the school
- To promote closer liaison between the school and community
- To foster community interest in education
- To assist in the provision of school amenities
- To work closely with the school Principal to achieve common goals

P & F activities are organised by a core group of volunteers nominated at the Annual Community Meeting (ACM) in December each year. All parents are welcome to attend these meetings and are encouraged to assist with and participate in any activities held throughout the school year. http://shthorn.wa.edu.au/parents-friends/

Performing Arts Festival

This is an annual festival for Western Australian Catholic School students held over the month of August. It incorporates facets of performing arts including drama, speech, instrumental and vocal solos, bands, choir and dance. Various individual and group performances are entered into the festival every year. Students who study music privately are encouraged to enter and represent the school as soloists. Our Music Teacher coordinates this programme.

Personal Property

- All personal property needs to be clearly identified with your child's name. Please regularly check that this is readable
- No student has the right to interfere with another's property
- Students are ***NOT*** to bring toys and games to school. Trading cards such as Pokemon, Football/Basketball cards etc are not permitted

Relief Staff

- When regular staff members are sick, attending professional development or fulfilling another role for a short period of time a relief staff member is engaged
- Relief staff are informed about classroom routines and whole school procedure and work from the planned classroom program
- Sacred Heart engages regular relief staff where possible

Sacramental Programme – Parish Based/School Supported

The following sacraments are conferred on the baptised catholic students from the school and parish:

Year 3	Reconciliation
Year 4	Eucharist
Year 6	Confirmation

The Parish coordinates an After School Catechists Program from 4-5pm on Wednesdays during the school term utilising parish and school facilities.

School Advisory Council

The School Advisory Council consists of the Parish Priest, the Principal, a Parents and Friends Association representative and up to five representatives elected from the school community.

The School Advisory Council is responsible for the financial management of the school and meets on the third Wednesday of the month at 7pm. The School Advisory Council is entrusted with the duty of planning, with the Principal and school staff, to meet the present and future needs of students whilst actively promoting and supporting the Catholic ethos of the school.

Members are elected for a period of two years at the Annual Community Meeting (ACM) held in December each year. All parents and interested community members are welcome to attend this meeting and you are encouraged to consider serving on the Advisory Council as a way of supporting the school. http://shthorn.wa.edu.au/school-advisory-council/

School Hours

First Siren & classrooms open	8.15 am
Second siren and classes commence	8.30 am
Morning Recess	10.20am – 10.40am
Lunch (Eating Time)	12.20 pm – 12.30pm
Lunch (Playing Time)	12.30 pm – 1.00pm

Classes Dismissed:

Kindergarten	2.30 pm
(Warning Siren PP-6)	2.40 pm
(Dismissal Siren PP 1-6)	2.45 pm

Kindergarten Days:

KB Monday, Thursday and every odd week Wednesday
KW Tuesday, Friday and every even week Wednesday

School History

The Loreto Sisters founded Sacred Heart School in 1965. Initially the school was situated at Tonbridge Way and operated as a single stream school.

During the early 80s it was evident that the school would not be able to cope with the increased enrolments due to development in the area. The decision was made to move to our present site to accommodate a double stream school.

At the beginning of 1988 the Junior Primary classes were established and by 1994 the school had grown to a full double stream from Pre-Primary to Year Seven with a Special Education Centre. Four year old Kindergarten commenced in 1997. Three year old Kindergarten and before and after school care began in 2006 and a purpose built Child Care Facility was opened in 2008. In 2015 we celebrated our 50th Anniversary and many events were planned throughout the year to celebrate this important milestone.

The school is appreciative of the efforts of previous Principals and the School Advisory Council (SAC) Chairpersons listed below:

Year	School Principals	SAC Chairperson
1965-1970	Sr. Kathleen Brennan	
1971-1975	Sr. Helen Maguire	
1976-1983	Sr. Maria Welch	Thomas O'Donnell
		Lew Harries
		Mick Scott
1984-1986	Sr. Helen Murphy	Brian Cutjar
1987-1990	Sr.Victor Wright	David Sinden
		Laurie Thompson
1991-1993	Mr Geoff Hendriks	Margaret O'Neill
1994-1999	Mrs Patsy Runge	Tony Italiano
		Steve Payne
2000-2003	Miss Anne Nolan	Peter House
		Julie Hegarty
2004-2008	Mr Shane Baker	Patrick Bianchini
		Robert Caldera
2009-2016	Mrs Suzanne Fox	Mark Smith
		Valerie Maxville
		Troy Seaman
2017- 2018	Mrs Miranda Swann	Kimberley Brosztl
2019 – 2025	Mr Steve Gibbs	Emma Seaman
		Louise Frisina
2026 -	Mrs Darlene Min	Louise Frisina

In 2004 several past Principals were remembered when the school adopted House names instead of the traditional faction colours. The school's story has now been captured on a DVD and is presented to all new staff as part of the Faith, Story, Witness staff accreditation and orientation programme.

Sign In and Sign Out Kiosk

In the case of an emergency or school evacuation, it is important for the staff to have the correct information of who is on the school grounds. Therefore, should you need to be on the school grounds you will need to electronically sign in on the Passtab kiosk at the office. If you need to take your child out of school during school hours, you are required to electronically sign them out at the SEQTA Kiosk located in the office. If you return your child to school, you will need to sign your child back in.

Children often feel embarrassed entering a class when it is settled and continual lateness should be avoided. If you feel your child is uncomfortable or embarrassed, please accompany them to their classroom.

Staff Meeting Times

- 8.00am Monday Briefing
- 3.00-4.00pm Tuesday Staff Meeting
- 8.00am Wednesday Staff Prayer

Staff members are not available to meet with parents at these times.

Student Insurance

Included in school fees is an insurance payment per child. The policy covers students during school hours, covering accidents related to school based activities. Should your child have an accident and you wish to make an inquiry regarding the policy, please contact the School Office.

Sustainability

- To reduce the large amount of waste our school currently produces, students are encouraged to bring a "Waste-Free" lunch to school each day. A waste-free lunch is one that produces no waste. Sandwiches and other main dishes, fresh fruit, fresh vegetables, and treats are brought to school in a reusable lunch containers with cloth napkins, stainless-steel forks and spoons and reusable drink containers
- Each year group from Kindy to Year Six has a bin that is used to collect food scraps that are then added to the composting station and used on the garden
- A combination of both waste-free lunches and composting will reduce our waste output for a more sustainable future

Student Leadership Model

Sacred Heart's shared model of leadership is based on serving others and developing our own leadership qualities. All Year Six students take on the important role of leadership within the school community with the support and encouragement of their classroom teachers, parents and school staff. All students will be involved in one of the *Leadership Ministries – Pastoral, Communications, Events/IT, Sustainability* each term so that by the end of the school year they will have contributed to all aspects of school life. Selected students are given additional responsibility as Councillors and House Captains. Our rationale for this style of leadership ensures:

- Every student in Year 6 has the shared responsibility to lead others
- Every student in Year 6 has the right to develop his or her leadership qualities
- Leadership is based on service to others

Term Calendar

Issued each term to parents with important events and dates noted.

Term Dates for Students

Refer to the school website for the latest Term dates, Pupil Free Days and Public Holidays
http://shthorn.wa.edu.au/calendar/

Uniform Shop

The Uniform Shop is located at UNIFORM CONCEPTS, 30 Kembla Way, WILLETTON.
Mon, Tues, Wed, Fri – 9.00am to 5.00pm
Thursday – 9.00am - 6.00pm
Saturday - 9.00am – 1.00pm

For Pre-Primary parents, special order forms are sent home in Term 4 in readiness for Year One. It is advisable to place large uniform orders early to make sure that items are available.

Uniform

A school uniform is an item that should be worn with pride because it says to the community, `*I am a member of the Sacred Heart School, which is a special community in its own right'.*

The following uniform requirements apply at Sacred Heart and reflect:

- A consistency in wear and presentation
- Health and safety issues

Children in Years 1 to 6 wear school uniform.

GIRLS' UNIFORM

- Blue school short sleeve shirt
- Navy school skirt / shorts / trousers
- Navy school jumper
- Navy school socks
- Navy tights
- Navy school hat
- Black leather school shoes / black leather Mary Janes

BOYS' UNIFORM

- Blue school short sleeve shirt
- Navy school shorts / trousers
- Navy school jumper
- Navy school socks
- Navy school hat
- Black leather school shoes

SPORT

- Navy sports shorts (Unisex)
- House coloured Polo shirt
- School Polo shirt (class sport, interschool team and excursions if required)
- Navy school tracksuit – jacket and track pants
- Navy school hat
- White socks
- Predominantly white sports shoes with white laces.

Sacred Heart requires students to wear a school hat all year during break times and sport lessons.

For further information, please refer to our Full Uniform Policy

School Sports Shoes

- Mid or high top boots are unacceptable
- Shoes should be predominately white with no stripes or coloured laces

School Bags

Sacred Heart School Bag Year One – Year Six

School Performances eg. Choir for Catholic Performing Arts - students are to wear full winter or summer uniform as required. For performances girls must wear full winter uniform which includes navy tights and boys must wear long grey trousers.

SCHOOL HATS ARE WORN ALL YEAR AND NO HAT – NO PLAY APPLIES.

Uniform – Grooming

- Students are expected to be in full school uniform at all times
- Parents are expected to support staff in maintaining the correct uniform requirements

Hair

If hair is long enough, i.e. shoulder length, it should be tied up and secured with a royal blue, white or uniform fabric ribbon or scrunchie. If hair is short, it should be neat, clean and off the face, particularly out of the eyes.

Please note: Hairstyles should not attract undue attention or be extreme. No exaggerated hairstyles, no etching, no colouring, no mullets, no skullets, no use of gels, mousse or waxes to create effects such as spikes, these are not acceptable at school or any school function. Number 2 hair clipper is the minimum cut allowed.

Jewellery

1 Watch

Chains, bracelets and rings should not be worn to school. Expensive jewellery and/or family heirlooms are subject to loss and damage.

Note: No insurance cover is carried by the school with regards to personal effects and belongings.

Earrings

All students may wear studs or sleepers in the lower earlobes. No decorative earrings are permitted. Earrings must be removed for sport and physical education. The children are responsible for their safekeeping. Clear plastic studs are available from the chemist if needed to keep holes open if students choose to wear additional earrings outside of school hours.

Tracksuit Tops

These are part of the sport uniform and are only to be worn for sport. They do not replace the school jumper.

Nail Polish/Make-Up

Coloured nail polish and/or make-up is not to be worn to school.

Support from Home

Secondary Colleges which our children attend have been consulted and these uniform requirements are also a reflection of most of the requirements of the secondary school.

Dress on Excursions

For the many excursions or performances that the children will attend, full standard uniform is required, unless the class teacher informs you otherwise.

Visitors to the School

Visitors to the school who will be working with students are requested to pass through the School Office to sign in and out using the Passtab kiosk.

Wellness

The school encourages healthy relationships that promote care, respect and cooperation and value diversity amongst our school community. Programs and initiatives include:

- Buddy programme runs with Year 1 and 5 and 2 and 6 students
- Highway Heros
- Crunch and Sip school with the support of our school canteen. Students are encouraged to eat more fruit and vegetables, and the program is in place to increase in healthy eating across the school
- RAINBOWS
- Luna – our wellness dog
- School Social Worker